

Sample Telecommuter Selection Survey for Employees

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(Employer's Name)
Telecommuter Selection Survey for Employees

Telecommuting is the concept of working from home or another location on a full or part-time basis. Telecommuting can be a productive scheduling practice for many employees although it may not be feasible for employees whose job duties and home environment may not be conducive to working away from the office. Telecommuting arrangements are successful when an employee's work responsibilities and personal work style is well matched with working away from the office.

This questionnaire provides an opportunity to consider whether telecommuting will be an effective tool for meeting organizational and personal objectives. Responses to this questionnaire will help you and your supervisor to assess if telecommuting can work for (Employer Name) and you.

Assessment: This questionnaire should be completed by each person interested in participating in the telecommuting program.

Teleworking Screening Survey for Employees

Name: _____

Supervisor: _____

Job Title: _____

Department: _____

1. Please describe your current job tasks.

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2. The following four groups of characteristics will help assess your existing work tasks, your future work as it can be adapted to telecommuting, to you as an employee, and to your manager. Please rate each characteristic as high (H), medium (M), or low (L) by placing the appropriate letter in each blank.

a. Existing Work Characteristics

Please rate the following according to your existing job requirements and characteristics.

- ___ Amount of face to face contact required
- ___ Degree of telephone communications required
- ___ Autonomy of operation
- ___ Ability to control and schedule work flow
- ___ Amount of in office reference material required

b. Future Work as a Telecommuter

Please rate the following job characteristics in terms of their adaptability to telecommuting.

- ___ Amount of face to face contact required
- ___ Degree of telephone communications required
- ___ Autonomy of operation
- ___ Ability to control and schedule work flow
- ___ Amount of in office reference material required

c. Employee Characteristics

Please rate the following according to your own characteristics as an employee, and as a telecommuter.

- ___ Need for supervision, frequent feedback
- ___ Importance of co workers' input to work function
- ___ Disciplined regarding work
- ___ Desire/need to be around people
- ___ Potential friction at home if telecommuting (e.g. interruptions due to caring for sick child or spouse)
- ___ Level of job knowledge
- ___ Quality of work

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3. Considering the nature of your job, how much would you want to telecommute? (*Choose one only*)

- | | |
|---|---|
| <input type="checkbox"/> About once every 2 weeks | <input type="checkbox"/> Three days a week |
| <input type="checkbox"/> About once a week | <input type="checkbox"/> Occasionally for a special project |
| <input type="checkbox"/> Two days a week | |

4. What kinds of work would you expect to do while telecommuting? (*Choose as many as apply*)

- ☐ Writing/typing
- ☐ Research
- ☐ Planning
- ☐ Sales calls
- ☐ Data management
- ☐ Preparing reports
- ☐ Administrative
- ☐ Field visits
- ☐ Reading
- ☐ Computer programming
- ☐ Other: _____

5. Considering the nature of your job, how much would you want to telecommute? (*Choose one only*)

	Need	Have
Computer/terminal	<input type="checkbox"/>	<input type="checkbox"/>
Printer	<input type="checkbox"/>	<input type="checkbox"/>
Modem	<input type="checkbox"/>	<input type="checkbox"/>
Desk, filing space, other furniture	<input type="checkbox"/>	<input type="checkbox"/>
More than one phone line	<input type="checkbox"/>	<input type="checkbox"/>
Fax machine	<input type="checkbox"/>	<input type="checkbox"/>
Voice mail	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>

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6. Do you have adequate space in your home to dedicate to working?

- ☐ Yes
- ☐ No

7. Are there any distractions/obligations that will make working at home difficult or impossible?

- ☐ Yes
- ☐ No

SAMPLE

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The logo for 'SPARE THE AIR south carolina' is located at the bottom center of the page. It features a stylized blue wave graphic above the text. 'SPARE THE AIR' is in a large, bold, black sans-serif font, and 'south carolina' is in a smaller, blue, lowercase sans-serif font below it.

SPARE THE AIR
south carolina